

NO CHILD LEFT BEHIND ACT (NCLB)

Federal Programs Parent/Guardian Notification

No Child Left Behind (NCLB) requires notification to parents/guardians when any of the following situations exist in a district receiving Federal funds.

1. Districts must annually disseminate Federal Programs Complaint Resolution Procedures to parents/guardians of students and appropriate private school officials or representatives.
2. At the beginning of each school year, a participating school district must notify the parents/guardians of each student attending a building that receives Title I funds that they may request, and the district will provide in a timely manner, information regarding the professional qualifications of their child's classroom teachers and any paraprofessionals providing services to their child.
3. A building that receives Title I funds must provide all parents/guardians notice that their child has been assigned, or has been taught for four or more consecutive weeks, by a teacher or a person who is not appropriately certified.
4. When a school is identified for School Improvement, the district must notify the parents/guardians of all children in the identified Title I building of its School Improvement status. Yearly updates are provided to parents with available options until the building is no longer identified for improvement.
5. Within thirty days after the beginning of the school year, a district must inform parents/guardians that their limited English proficient (LEP) child has been identified for participation in a language instruction educational program.
6. Parents/guardians of students enrolled in a persistently dangerous school, or students who are victims of violent criminal offense while on school property, must be notified of their option to transfer their student to a school that is not designated persistently dangerous.

(From the Missouri Consolidated Federal Programs Administrative Manual, January 2005)

Professional Qualifications of Student's Teachers (also under NO CHILD LEFT BEHIND ACT OF 2001)

For any student attending a school receiving Title I funds, University Academy will provide information regarding the professional qualifications of a student's teacher consistent with applicable legal requirements. Upon your request, the District is required to provide to you in a timely manner the following information:

- When the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instructions;
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- Whether your child is provided services by paraprofessionals and, if so, their qualifications; and
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher and the field of discipline of the certification.

In addition to the information that parents/guardians request, the District must provide each individual parent/guardian the following information:

- Information on the achievement level of the parent's/guardian's child in each of the state academic assessments, as required under this part; and
- Timely notice that the parent's/guardian's child has been assigned to or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified.

School Improvement Letter

Under the federal No Child Left Behind (NCLB) Act of 2001, the school district must provide notice to the parent(s) of each student enrolled in a school building if that building does not make adequate yearly progress (AYP) and is identified for school improvement.

No Child Left Behind (NCLB) requires that specific procedures be followed for filing and resolving complaints against any programs administered by the Department of Elementary and Secondary Education (DESE) under the No Child Left Behind Act (NCLB).

A complaint is a formal allegation that a specific federal or state law or regulation had been violated, misapplied, or misinterpreted by school district personnel or by Department of Education (**Department**) personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department of Education may file a complaint. Such a complaint must be in writing and signed; it must provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed and the resolution pursued in accordance with local district policy. The policy of University Academy is as follows:

Although no member of the school community shall be denied the right to petition the Board for redress of a grievance, the complaints will be referred through the proper administrative channels for resolution before investigation or action by the Board. Exceptions are complaints that concern Board actions or operations only.

The Board advises the school community that the proper channeling of complaints involving instruction, discipline, or learning materials is as follows:

1. *Teacher*
2. *Principal*
3. *Superintendent (or her designee)*
4. *Board*

Any complaint about school personnel will be investigated by the Administration before consideration and action by the Board.

If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Elementary and Secondary Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself.

Anyone wishing more information about this procedure of how complaints are resolved may contact local district or Department personnel.

**Please note: Parents of any student attending a school receiving Title I Funds may request information regarding the professional qualifications of the student's classroom teachers.*